

SIS Steering Group  
October 6, 2006

Attended by:

Susan Donovan, RIPIN	Mitchell Dondey, Trudeau Center
Claire Rosenbaum, Sherlock Center	Doreen McConaughy, PAL
Dave Duke, IT	Susan Varon, DDD SCW II
Amy Vincenzi, MHRH/DDD	Susan Hayward, DDD CWS
Joseph Gould, DDD	Linda Ward, Opportunities Unlimited
Sue Babin	Lisa Rafferty, Bridges
Elena Nicoletta, MHRH	Tom Kane, Cranston Arc
Chris Gadbois, THG	

There is an article on the MHRH website about the SIS project.

Since last meeting more than 20 people have been trained to conduct the SIS interviews. Beth Rayner was the trainer. Monday training was a full day. Tuesday and Wednesday included practice interviews and Wed afternoon there was a wrap up.

Each of the 18 interviewers will do 4 interviews (total 80) to be considered qualified to do the interviews.

17 people with DD volunteered to be interviewed for practice sessions. Beth R and staff from AAIDD will assess the ability of the potential interviewers.

The interview questions do not need to be done in order. Interviewers are directed to ease into sensitive/personal questions. Start with exceptional medical and behavioral support needs rather than personal care and hygiene.

Every question has to be answered.

For those being done now (the initial 80), if the interview does not pass their assessment, those interviews will not count.

Claire participated in the training and did her first interview this am. She finished in 2 hours.

There are scripts for the interviewers on the Washington website explaining how to set up the interviews.

Interviewers can partner with others to do the initial interviews.

After the interviewers do their first 4 interviews, they will be critiqued on the 5<sup>th</sup> and if they pass they will be assigned another 4 interviews. There will be 400 interviews left to do.

The initial email from Craig to executive directors talked about the process. Interviewers contacted each agency's QLI contact to arrange the interviews.

Deb Kney and Sue Babin are putting together a letter to people who will be interviewed explaining the process simply. Agencies will be given this letter to share with people.

What is the purpose, intent, and goal of SIS? Sue Donovan volunteered to write a plain language statement for the interviewer or agency to use.

HSRI – will ask DDD for data sets. How much money is spent per service and how much has been billed.

500-600 people have already been chosen. Agencies will be notified who were selected.

If there is a question of a person's reliability to answer accurately, a person must have 2 other people assisting in responding to the interview questions. It can be more than 2 people.

There are definitions for the questions. The committee should review them first, then it would be great if people helping the person being interviewed had them to help prepare.

From states that use the SIS to determine funding levels, we would like to learn from both the state and the providers, what worked well and what were the pitfalls.

Ruth Helman is Sue's contact at AAIDD.

Doreen will make sure that this committee is invited to the last wrap up meeting of AAIDD training.

Next Meeting is November 17<sup>th</sup> at 2pm at Simpson.